

SENIOR RECREATION COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the Senior Recreation Coordinator exists is to perform professional recreation work in the supervision, planning and coordination of a comprehensive recreation program and/or facility in the Community Services Department. This classification is designated supervisory. Work is performed under general supervision by a Service Area Manager or Parks, Recreation and Facilities Director. The Recreation Coordinator is distinguished from the Senior Recreation Coordinator by the latter having a citywide program, having a theme or regional responsibilities or managing multiple facilities/program sites. Depending on assignment, the Senior Recreation Coordinator may have maintenance program supervisory responsibilities.

ESSENTIAL FUNCTIONS

Plans, coordinates and supervises a comprehensive recreational program and/or facility to include a variety of recreational activities in a major program or facility such as Aquatics, Neighborhood Parks and Playgrounds, McCormick Railroad Park, Special Interest, Sports, and Facilities Reservations; assignments typically include contacts of a sensitive nature, and complex program accountability involving multiple locations. Skilled in providing superior customer service for both internal and external customer.

Communicates with various civic and educational organizations, agencies and community groups to develop and coordinate recreation activities and special events; schedules facilities, and administers operating policies and procedures for a comprehensive activity or major city sponsored program. Demonstrates ability to listen and communicate effectively.

Supervises, staffs and provides recreational programming including the recruitment, selection, training, observation, and evaluation of professional, technical, clerical and seasonal recreation staff. Demonstrates mutual respect for staff at all levels.

Negotiates with, advises and provides technical assistance to individuals and groups on social and recreational problems. Maintains written contracts involving City use of school gymnasiums, classrooms and athletic fields. Constantly look for ways to encourage team playing and risk taking.

Prepares, justifies and monitors the budget for the given area of responsibility, including the keeping of related records. Ability to accomplish objectives through innovative management techniques.

Conducts staff meetings and conferences to coordinate the various recreation programs; trains staff in specific program area (e.g. aquatics maintenance), policies and procedures, safety, public relations skills and leadership skills; assumes additional responsibilities for projects outside of program area as required, such as coordination/orientation of new hires or contract negotiations.

Emphasizes the values of employee involvement, learning and knowledge, and encourages open door communication.

Personifies leadership and promote shared responsibility, teamwork, and continuous improvement, and is supportive of organizational strategies

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Municipal recreation methods, policies and procedures

Programs specific to assigned area and experience in coordinating and negotiating with various educational organizations, agencies and community groups.

Methods used in developing, planning, organizing, implementing, programming, supervising and evaluating a variety of recreation programs and activities.

Effective techniques and methods of supervision and employee management.

Must have good working knowledge of the requirements of Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations, relating to CDL license holders in the performance of safety-sensitive functions and the use and/or misuse of alcohol and controlled substances.

Ability to:

Plan and organize major recreation activities.

Develop, justify monitor and maintain a budget.

Implement and evaluate fitness activities and programs.

Effectively supervise staff working various shifts and locations.

Recruit, train, observe and evaluate staff; effectively discipline employees as necessary.

Comprehend and make inferences from written and/or verbal instructions and materials.

Produce quality written reports and documents.

Collect and analyze data in order to make recommendations.

Communicate effectively and establish and maintain effective working relationships with the general public, parents, civic and special interest groups and fellow employees.

Operate a variety of standard office equipment including a personal computer, Microsoft software and other city software.

Maintain regular consistent attendance and punctuality.

Work evenings, weekends and holidays.

Education & Experience

Any combination of training, education and experience equivalent to a Bachelors degree in Recreation, Public or Business Administration or a related field, and three (3) years full-time experience in professional recreation work, including one year of supervisory responsibility.

FLSA Status: Exempt

HR Ordinance Status: Unclassified